



HR REPRESENTATIVE Classification Specification

ESSENTIAL DUTIES:

- Provides administrative and technical support in the following HR disciplines: benefits, classification/compensation, records management, and recruitment.
- Provides customer service to internal and external customers by e-mail, phone, and scheduled appointments.
- Receives, verifies, collects, logs, and gathers all necessary paperwork for PPAs.
- Verifies, advertises, tracks, and notifies supervisors regarding recruitment notices.
- Administers, tracks, and collects money for fingerprints from job candidates and volunteers.
- Prepares, maintains, tracks, and ensures human resource files are accurately archived according to the Arizona State Library Archives and Public records retention schedule.
- All related duties as assigned

KNOWLEDGE OF:

- Policies, procedures, and programs of the immediate work unit.
- Principles and practices of administration and management.
- Agency or program rules, regulations, and operating procedures.
- Records management methods, procedures, and retention rules.

SKILLED IN:

- Effective communication.
- Use of PCs and related software including MS Office, the State's HRIS System, and the Agency's internal TMG System, and Internet utilities.
- Organization and time management.

ABILITY TO:

- Prepare reports, communicate, and write effectively.
- Learn sign language.

SPECIAL CONDITIONS/REQUIREMENTS:

- Must be able to pass FBI and State background check.
- Experience in records management and general office procedures/operations.
- One-year experience in data entry and MS Office skills.

Class Title: HR Representative

Job Code: GSD36060

Pay Grade: 09

Occupational Group: Administrative

EEO Code: 5

FLSA: NE

Class Code: 360

Revision date: 3/2007